

applicable Federal statutes and regulations. Representative areas of service and support include budget and finance, human resource management, information systems and technology, real and personal property and occupational safety and health.

Required Services

The Contractor shall provide support services to the Office of Management and Administration in the following areas:

1.0 Computer Operations Support

The Contractor shall be responsible for the overall management and administration of the GO Local Area Network (LAN) and Wide Area Network (WAN) operations. The support is required between the hours of 6:30 AM and 5:00 PM, Mountain Time, Monday through Friday. Computer support personnel may be required to assist in maintenance activities each month depending upon the nature of the maintenance being completed.

1.0.1 Computer Environment

| Description | Currently Contractor or Government Use? | Count | Square Footage | Facility Use | Location | Notes |
|--|---|-------|---|--|---|---|
| Server Room - 1 st Floor LAN Room - 177 | 3 Contractors reside in walled offices. There are two Chatsworth racks with servers, and other equipment. Used by both Contractors & Government | 1 | 900 Total Sq. Feet (each walled office is approximately 8 x 10) | House Servers, Switches, Patch Panels, UPS's, telecomm cables, Power Conditioning Unit, 10 ton Air Conditioner | Golden Field Office, 1617 Cole Blvd., Golden, CO 80401 Room 177 | Locked, Raised Computer Floor with 20 plus power sources, numerous phone lines. |
| Data Closet - 1st Floor - Room 109-02 | Locked Data Closet with Patch Panels, switches and UPSs. Used by both Contractors & Government | 1 | Approx. (13 x 8) | IT storage, Telecomm cables, network Patch Panels, UPS, switches | Golden Field Office, 1617 Cole Blvd., Golden, CO 80401 Room 177 | Locked Data Closet |
| Data Closet - 2 nd Floor - Room 287-02 | Locked Data Closet with Patch Panels, switches and UPSs, and Backup Tape Library. Used by both Contractors & Government | 1 | Approx. (12 x 4) | Telecomm cables, network Patch Panels, UPS, switches, Backup Tape Library | Golden Field Office, 1617 Cole Blvd., Golden, CO 80401 Room 177 | Locked Data Closet |
| Data Closet - 3 rd Floor - Room 360 | Locked Data Closet with Patch Panels, switches and UPSs. Used by both Contractors & Government | 1 | Approx. (9 x 6) | Telecomm cables, network Patch Panels, UPS, switches | Golden Field Office, 1617 Cole Blvd., Golden, CO 80401 Room 177 | Locked Data Closet |

1.0.2 Government Supplied Materials

The following materials and supplies will be supplied by government:

- Vacuum Cleaner for printers
- Tool Kit
- Label Maker
- Equipment Cleaning supplies (disinfectant wipes, canned air, tissues, etc.)
- Floppy disks, CD's, paper, etc.

- Computers, printers, network equipment

1.0.3 Network Environment

The existing network Environment consists of:

- Domain Controllers
- File Servers
- Email Server
- Web Applications Servers
- Systems Management Servers
- World Wide Web Servers
- Print Server
- Remote Access Servers
- Firewalls
- Gateway Server
- SQL Servers

1.0.4 Major Software and Applications used by the Golden Field Office are listed below and the contractor must be able to provide support in all the areas listed below:

- Microsoft Windows 2000 Server / Microsoft Windows 2003 Server in an Active Directory Domain
- Microsoft Exchange 2003 email services
- Active Directory integrated file and print services
- Microsoft Internet Information Services for web sites and web applications
- Microsoft Systems Management Server for software installation, removal, systems reporting, security patches
- Ecora Enterprise Configuration Management services
- Blackberry Enterprise Server and 60+ Blackberry Handheld devices
- Symantec Corporate Edition Anti Virus services
- Vericept, Symantec, and SNORT network security sensors and reporting software
- Cisco networking devices. Routers, Switches, PIX Firewall and reporting and logging software
- SHIVA Remote Access Servers
- Symantec Ghost software imaging server \ services for creating standard software load packages
- Microsoft SQL 2000 Database Server for web applications and software development
- Microsoft Internet Security and Acceleration Server (ISA) used in firewall mode
- Symantec Email Security and Filtering Software
- Symantec SMTP Gateway services and Anti SPAM\ Anti Virus Filtering
- Amber Cat Helpdesk Software

- Support for various DOE created proprietary software packages for finance, project and procurement reporting and data collection requirements.

1.1 Network Server Administration Support

Provide Network Server Administration services to ensure correct operation of all GO LAN server resources (including all major software and applications listed in 1.0.4). Provide Computer Network Software Analysis support to evaluate, recommend or specify software for the GO LAN enterprise, based on business needs outlined by Federal CIO. Support also includes troubleshooting as well as day to day operations on the GO Local Area Network and Wide Area Network.

1.2 Help Desk Support

Contractor shall provide oversight for the help desk, as well as other IT functions supported under this contract. The following skills are considered the minimum technical skills necessary to support the function.

1. Windows operating systems and Microsoft Office suite software.
 - a. Strong knowledge of Microsoft Outlook email client setup with Exchange 2003 email system used by the GO.
 - b. Intermediate to advanced skills with Microsoft Word, Excel, PowerPoint and be willing to assist users with basic functionality.
2. Basic skill level required for working in a TCP/IP networking environment.
 - a. Must know how to setup client workstations with LAN printers.
 - b. Must be familiar with network drive mappings or how to troubleshoot basic drive mapping failures.
 - c. Must be capable of or have an understanding of client failures to reach web sites located on the Internet or Intranet. DNS lookup failures, incorrect URLs, sites blocked by firewall rules, etc.
 - d. Good working knowledge of video conferencing technology including setting up videos and troubleshooting as necessary.
 - e. Strong working knowledge of CISCO functions and features in general, i.e., switches, routers, and firewalls is required.

Help Desk support shall include but is not limited to the following:

- a. Respond to Help Desk requests documenting all work in the Help Desk program.
- b. Run analysis reports of the Help Desk functions as requested by management.
- c. Monitor Help Desk traffic and assign tasks as necessary based on the level of request (1st tier, 2nd tier, 3rd tier).
- d. Perform Disk Maintenance as required on workstations.
- e. Perform routine maintenance on printers.
- f. Check in/out of laptops, cell phones, digital cameras, etc. as requested.

- g. Manage video conferencing calendar and set up video conferences as needed.

1.3 HelpDesk/LAN Administration Support

Contractor shall respond to user Help Desk requests documenting all work in the Help Desk program.

Primary Help Desk support to configure workstations and laptops for new users, roll out new workstations for individual users, and ensure that proper network protocols are installed and operational. Each workstation is configured using a pre-made image of standard software and then adding any additional software that is required by the user. This also includes implementing all cyber security requirements.

Provides Primary Help Desk support for Disaster Recovery, evaluating, specifying and implementing procedures for GO offsite disaster recovery network to include:

- Specify necessary equipment and software for disaster recovery
- Restore vital data at the disaster recovery facility
- Perform daily backup and restoration of all GO data as required.
- Provide detailed documentation for all aspects of daily, weekly and monthly backup procedures.
- Plan and coordinate off-site storage delivery and pick-ups with off-site storage facility.
- Provides primary help desk support for property inventory and control.

Provides primary Help Desk support for the design and implementation of SQL queries via Microsoft Systems Management Server (SMS) to determine the following:

- Existing installed software versions on all computers network wide
- Available free space on all computers prior to software upgrades
- Installations of possible unauthorized software on user workstations
- Deployment of software upgrades (i.e., service packs)
- Design SQL queries specifically to address configuration management concerns on all workstations
- Design specialize SQL queries that respond to cyber security reporting requirements as requested by GO Federal Chief Information Officer.

Provides primary Help Desk support for GO Desktop Integration to include the following:

- Evaluate, specify, and implement strategies for software and hardware upgrades.
- Design and verify standard software core loads for all GO LAN desktops and laptops via imaging software
- Test images for compliance with cyber security requirements and for all updated service packs and latest software and hardware updates.
- Test compatibility of new software/hardware with existing software and hardware systems.

1.4 Web Design and Development Support

Contractor shall provide support for all web based applications development. The following skills are considered the minimum technical skills necessary to support the function.

1. Must have an expert knowledge in developing web applications ASP and ASP.NET and in developing scripting modules in HTML web pages used in web based applications.
2. Must have an expert knowledge in integrating comprehensive security controls as web based applications are developed.
3. Must maintain Access Control Lists (ACLs) for all developed web based applications which currently include federal and contractor personnel, private industry personnel and congressional members.
 - HTML web page design and implementation expertise
 - Must have an expert knowledge and the ability to edit/design graphics for web page implementation and the ability to layout logical work flow patterns in web based application implementation.
 - Strong working knowledge of ASP and ASP .NET scripting is desirable as well as Dynamic HTML and currently popular web languages.
4. A strong working knowledge and experience using MacroMedia Dreamweaver MX software and basic graphic design tools such as Adobe Photoshop or MacroMedia Fireworks is required.
5. Thorough understanding of basic networking and network related services.
 - Must thoroughly understand DNS and/or UNC paths as used in programming.
 - Basic knowledge of TCP/IP and related services. SSL or "Secure Socket Layer" protocol implementation is a must.
6. Must have a working knowledge of file and user access based on ACL's or security. A thorough working knowledge of Windows 2000 and Active Directory is required.
 - Web based applications use server side or domain level authentication. Contractor personnel must be familiar with how authentication methods are employed and possess a basic knowledge of file or folder access using network or domain permissions.
7. Must have a thorough understanding of how Microsoft Windows operating systems and Microsoft Internet Information Services function in order to implement web development accurately as well as security.
 - Must understand the use of web sites and virtual directories within Internet Information Services and SMTP mail functions as well.

2.0 Records Management Support

- 2.1 Organize and maintain GO records. Assure disposition instructions are in compliance with DOE and the National Archives and Records Administration (NARA) records schedules. Schedule records disposition within the General Records Schedule in accordance with established retention/destruction procedures/guidelines;
- 2.2 Coordinate new records disposition schedules, ensuring NARA requirements are met;
- 2.3 Maintain and update as necessary the GO file numbers and file listing;
- 2.4 Inventory and maintain files, controlled manuals, and document control systems to ensure accuracy, availability, legibility, and accessibility;
- 2.5 Advise and support GO employees at all levels regarding records management activities; and
- 2.6 Serve as the GO point of contact for coordination of draft Directive reviews via GO and the National Renewable Energy Laboratory. Maintain GO Directives manuals, ensuring proper coordination of new directives, informing responsible individuals of issuance, coordinating distribution as appropriate to NREL.

3.0 Front Desk Receptionist Support

- 3.1 Accept telephone calls for GO personnel and forward or take messages;
- 3.2 Welcome visitors to GO and direct them to the appropriate staff;
- 3.3 Provide coverage of GO's receptionist desk from 7:00am to 5:00pm, Monday through Friday;
- 3.4 Maintain central calendar for GO conference rooms. Additionally, schedule conference room use for video conferences;
- 3.5 Maintain and update, as necessary, the GO personnel telephone list and distribute to GO personnel and other appropriate staff;
- 3.6 Assist in processing new employees, for example, arrange badging at the National Renewable Energy Laboratory;

- 3.7 Set-up and coordinate conference calls using the DOE/Headquarters audio bridge or other DOE conference bridges;
 - 3.8 Maintain GO Standard Operating Procedures, including the annual review process; and
 - 3.9 Log-in incoming faxes.
- 4.0 Mail, Facsimile and Filing Support
- 4.1 Receive, open, date stamp, and log into database all incoming correspondence. Distribute incoming mail, ensuring proper distribution. Log in incoming faxes;
 - 4.2 Distribute contracts, financial assistance agreements, and other procurement documents in accordance with prescribed procedures;
 - 4.3 File records and material (and retrieval) pertaining to GO activities in coordination with the Records Management support;
 - 4.4 Monitor office supplies, including paper, printer, and fax machine toner cartridges and supplies for copiers. Coordinate orders with the DOE/GO Purchasing Agent;
 - 4.5 Serve as key operator for the office fax machines and copiers; and
 - 4.6 Handle all necessary arrangements for overnight mail services for GO, including maintaining an adequate supply of shipping materials. Operate Federal Express Power Ship computer for creating and tracking all Federal Express packages.
- 5.0 Human Resource Support
- 5.1 Document Processing
 - 5.1.1 Process all paperwork associated with benefits, i.e., health insurance, life insurance, retirements, and thrift savings;
 - 5.1.2 Track all actions such as within-grade-increases, temporary promotions, and tenure conversions, processes these actions as appropriate;
 - 5.1.3 Prepare all necessary appointment actions and separation documents submitted by employees or human resource (HR) specialists;
 - 5.1.4 Maintain necessary files and records which are contained in all GO and Regional Office Official Personnel Folders (OPFs) and serve as OPF point

of contact;

- 5.1.5 Transmit all HR-related paperwork to DOE/HQ; and
- 5.1.6 Ensure protection of information and personal data as prescribed by the Privacy Act and Freedom of Information Act.

5.2 Automated System Operations

- 5.2.1 Process training requests using the computerized Workflow component of the Corporate Human Resource Information System (CHRIS);
- 5.2.2 Prepare and distribute reports from the DOE CHRIS and DOE INFO systems; and
- 5.2.3 Perform data gathering and analysis using data from the DOE CHRIS and DOE INFO systems, and present the results in a usable format;
- 5.2.4 Provide support to users of CHRIS Workflow, Employee Self Service, and other HR systems such as the New Employee Orientation.

5.3 General Support

Provide additional general support including, but not necessarily limited to the following:

- 5.3.1 Provide limited advisory services on routine HR matters, such as pay issues and benefits;
- 5.3.2 Check accuracy of pay setting;
- 5.3.3 Distribute reports; and
- 5.3.4 Provide retirement forms, estimates, and assistance in completing the forms as requested.

5.4 Staffing and Recruiting.

- 5.4.1 Using DOEJobs on-line (Quick Hire) prepare vacancy announcements based on formats and information provided by DOE Human Resource Specialists;

- 5.4.2 Maintain staffing files;
- 5.4.3 Respond to applicant inquiries;
- 5.4.4 Compile Certificates of Eligibles based on results of Subject Matter Expert panels; and
- 5.4.5 Make recommendations regarding qualification determinations on routine jobs.
- 5.4.6 Compose correspondence to applicants, selectees, and non-selectees.
- 5.5 Performance Management and Awards
 - 5.5.1 Maintain performance management files;
 - 5.5.2 Prepare memorandum to initiate performance management mid-year reviews and annual performance appraisals;
 - 5.5.3 Prepare spreadsheets to calculate and track performance and special act awards;
 - 5.5.4 Arrange for and/or prepare plaques and/or certificates for recognition.

6.0 Finance Support

- 6.1 Support GO in implementing financial procedures for: Funds Control, Accounting, Budget Formulation and Validation, and NREL Liaison.
- 6.2 Support GO in the operation of DOE automated financial systems such as Departmental Integrated Standardized Core Accounting System (DISCAS) and various DISCAS modules, including input, report generation, retrieval, report distribution to GO and the Regional Offices, and reconciliation of financial transactions;
- 6.3 Support GO in the operation of other automated Federal financial systems such as labor distribution, project financial tracking, and Travel Manager system;
- 6.4 Support GO Finance in the implementation of DOE orders and Office of Management and Budget (OMB) circulars as they specifically relate to GO;
- 6.5 Provide ADP support to include all facets of spreadsheets, databases, and word processing to present financial data;

- 6.6 Support GO's financial control implementation through preparing documentation of financial activities such as management of financial records, reconciliation of transactions, and tracking of funds and costs; and
- 6.7 Support GO in the formulation and execution of its budget including preparation of forecasts and projections for GO management.

7.0 Administrative Support

- 7.1 Maintain time and attendance records for employees within the Office of Management and Administration and Office of Acquisition and Financial Assistance;
- 7.2 Schedule travel with travel agency and handle all aspects of travel authorization, reservations, airline tickets, data entry into Travel Manager software, completion of travel voucher upon return;
- 7.3 Prepare, consolidate, proof read and/or finalize letters/correspondence;
- 7.4 Arrange/coordinate/schedule meetings;
- 7.5 Maintain division calendar;
- 7.6 Answer phone, take messages, transfer calls;
- 7.7 Coordinate conference calls;
- 7.8 Distribute correspondence;
- 7.9 Complete/maintain forms;
- 7.10 Complete training and purchase request forms;
- 7.11 Copy, Fax, obtain supplies as necessary;
- 7.12 Attend recurring meetings and prepare meeting notes as necessary;
- 7.13 Provide support to GO in the processing of foreign travel requests for NREL and GO to include entry into the Foreign Travel Management system, coordinating country cables, and follow up with DOE Headquarters on outstanding approvals; and
- 7.14 Using the Corporate Human Resource Information System (CHRIS), enter

training nomination forms, and follow up as necessary in other CHRIS training data input.

8.0 NEPA Support

Support the National Environmental Policy Act (NEPA) Compliance Officer (NCO) in assuring that NEPA procedures and documentation are in compliance with NEPA and DOE's implementing regulations.

- 8.1 Facilitate NEPA workflow using e-NEPA database system
- 8.2 Support NCO and document managers with coordination, writing, and review of NEPA documents.
- 8.3 Coordinate NEPA documentation internal to DOE and with public/private parties.
- 8.4 Support Pollution Prevention and Waste Management/Minimization program implementation
- 8.5 Prepare documents to supplement status reports and required permit reports.

The following skills are considered the minimum technical skills necessary to support the function:

- Bachelor's degree in environmental/natural resource science/management or related disciplines
- Relevant experience in NEPA review and documentation
- Knowledge of Federal, State, and Department regulatory requirements
- Writing and oral communications skills.

C. OFFICE OF PROJECT MANAGEMENT

Mission

The mission of the Office of Project Management (OPM) is to assist in soliciting for and recommending research and development proposals that will result in accelerating the development and use of renewable energy and energy efficient technologies, and then managing the selected and awarded projects. The projects relate primarily to Industrial, Renewable Energy, and Hydrogen research and development, are sponsored by the Office of Energy Efficiency and Renewable Energy (EERE). The projects are implemented largely through the use of financial assistance instruments.

Required Services

The Contractor shall provide technical services to the OPM in the following areas:

1.0 Solicitation Support

Provide support to GO project managers in preparing solicitations for R&D applications for financial assistance. This support will include assisting project managers in defining evaluation criteria, developing internal evaluation plans, and drafting the electronic announcements to be posted on IIPS or other web sites.

2.0 Merit Review Committee and Post-Selection Support

Provide support to GO chairpersons in conducting merit reviews and project managers in preparing materials supporting DOE negotiations and awards.

2.1 The merit review support will include identifying and recommending reviewers, drafting solicitation and planning documents, arranging and supporting meetings, consolidating reviewers' inputs, and drafting chairpersons' reports to the DOE Selection Official.

2.2 The award process support will include reviewing and analyzing applicants' proposed budgets, preparing technical evaluations of applicants' proposed costs, and aiding in debriefings.

3.0 Project Monitoring and Evaluation Support

Provide support to GO project managers in monitoring and evaluating projects. This support will include preparing and submitting to project managers written status reports and updates as required, including recommendations for DOE action for specific projects; reviewing reports submitted by recipients and compiling data from them and/or summarizing general or project information for the use of DOE decision-makers; and maintaining file information. Support will also be required to update the GO and HQ Project Management data bases and project financial spread sheets for specific projects. Projects are nearly always technical in nature requiring technical skills and experience (engineer or physical scientist). The size and complexity of these projects as measured by annual budgets range from \$40,000 to several \$ million, averaging approximately \$300,000. Approximately 750 projects require monitoring.

Occasional travel is required to visit sites of the financial recipients, attend project or peer reviews, or support merit review meetings.

4.0 Administrative Support

4.1 Provide administrative support to the Office of Project Management (OPM).

4.2 Perform all clerical duties for the Office, receive in-coming calls, greet visitors, organize and assist with workshops, and maintain the division calendar.

- 4.3 Foreign Travel
 - 4.3.1 Receive travel requests from NREL, log and print for GO Manager's signature.
 - 4.3.2 Prepare SF 1512 (personnel action) and process the travel for DOE employees and prepare Country Cables for all foreign travel for GO employees.
- 4.4 Solicitation Support
 - 4.4.1 Participate in Solicitation Tools Review Meetings.
 - 4.4.2 Retrieve proposals from IPPS, (government on-line system for receiving proposals) print an original copy of each proposal for file.
 - 4.4.3 Log-in incoming proposals, into excel spreadsheet.
 - 4.4.4 Input reviewer's comments (strengths & weaknesses) and scores into the spreadsheet for use by the Merit Review Committee.
 - 4.4.5 Verify with reviewers that they can retrieve proposals electronically; copy proposals and send them to those that cannot get electronic access.
 - 4.4.6 Assist with set-up of all review panels and be on-hand for any emergencies that may arrive.
 - 4.4.7 Provide Merit Review panel logistical support (travel, lunch, and admin support).
 - 4.4.8 Prepare final Merit Review Chairman's Report in standard DOE format, font, etc.
 - 4.4.9 Assist with notification and debriefing letters from the review.

D. OFFICE OF ACQUISITION AND FINANCIAL ASSISTANCE

Mission

The mission of the Office of Acquisition and Financial Assistance (OFA) is to solicit, issue and administer procurements for basic scientific and technical research, applied research and development projects, and demonstration activities. In addition, administer performance-based management contracts for government-owned contractor-operated facilities, Interagency agreements, support service contracts and contracts for such requirements as design, construction, operation, and maintenance of facilities. OFA facilitates the administration of programs for financial assistance to universities, individuals, nonprofit organizations and commercial firms for the development and commercialization of advanced renewable energy and energy efficiency technologies.

Required Services

The Contractor shall provide support services to OFA in the following areas:

1.0 Procurement Administration Support

- 1.1 Maintain time and attendance records for OAFA employees ;
- 1.2 Oversee deliverables tracking system, to include performing periodic reviews for required deliverables;
- 1.3 Process electronic notices for GO procurement actions;
- 1.4 Perform data entry, information retrieval, and data analysis of management information systems (e.g., Procurement and Assistance Data System); and
- 1.5 Prepare, consolidate, proof read and/or finalize correspondence and presentations.

2.0 Financial Assistance Support

- 2.1 Develop drafts of announcements, grants, cooperative agreements, or other procurement documents as assigned;
- 2.2 Assist in the recording, tracking, expediting, and reporting status of purchase requisitions, acquisition and assistance instruments, and their associated supporting documentation;
- 2.3 Assist in announcement process including preparing, assembling, and distributing announcements, and tracking applications; and
- 2.4 Work on ad hoc projects (payments systems, transfer activities, etc.) to assist OAFA in fulfilling its organizational goals.

3.0 Cost/Price Analysis Support

- 3.1 Perform evaluations of contract and financial assistance cost/price proposals for reasonableness and allowability;
- 3.2 Review and reconcile indirect cost proposals; and
- 3.3 Work with businesses to develop accounting systems which meet the requirements of Federal Regulations.

4.0 Closeout Support

- 4.1 Provide overall coordination and facilitation for closeout of financial assistance instruments in conjunction with DOE Administrator;
- 4.2 Confirm closeout status and prepare initial correspondence for DOE Administrator;
- 4.3 Monitor receipt of required closeout deliverables;
- 4.4 Prepare required correspondence for follow-up by DOE ;
- 4.5 Prepare amendments and other closeout documentation for review by the DOE Administrator;
- 4.6 Prepare final closeout package for Contracting Officer signature; and
- 4.7 Finalize all reporting system data entry requirements

E. OFFICE OF LABORATORY OPERATIONS

Mission

The mission of the Office of Laboratory Operations is to provide GO management oversight of environment, safety and health (ESH) and operational activities for all actions undertaken at the National Renewable Energy Laboratory (NREL) and the Golden Field Office. The Office provides advisory and support services to NREL and GO in all matters including, but not limited to ESH, facilities management, construction, facilities operations, security and real property management. In addition, the Office conducts numerous special projects requiring the use of specialized engineering, technical, and project assistance personnel.

Required Services

- 1.0 Support GO laboratory management personnel in the preparation, analysis, and implementation of documents and programs relating to the oversight of the National Renewable Energy Laboratory. The support for the Office of Laboratory Management may be required on a full-time and/or intermittent basis.

ATTACHMENT B
REPORTING REQUIREMENTS CHECKLIST

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ATTACHMENT TO REPORTING REQUIREMENTS CHECKLIST

The requested three copies of reports shall be submitted to the following address:

Addressee A:
U.S. Department of Energy
Golden Field Office
Attn: Jon Olsen
1617 Cole Boulevard
Golden, Colorado 80401

TO BE OPENED BY ADDRESSEE ONLY

The requested quantity of reports will be specified on each Task Order, as appropriate and shall be submitted to the following address(es):

Addressee B: As designated on the Task Order

Addressee C: As designated on the Task Order

ATTACHMENT C

BILLING INSTRUCTIONS

CHANGES TO DOE's VENDOR INQUIRY PAYMENT ELECTRONIC REPORTING SYSTEM (VIPERS)

Effective June 1, 2004, the Oak Ridge Financial Service Center (ORFSC) will begin processing all payments for the U.S. Department of Energy (DOE). Following is important information that may affect your organization in terms of how invoices are to be submitted and how payment will be received.

Vendors can and are encouraged to submit invoices electronically through the ORFSC's Vendor Inquiry Payment Electronic Reporting System. VIPERS also allows vendors to check the payment status of any invoice submitted to the DOE. To obtain access to and use VIPERS, please visit the web page at <http://finweb.oro.doe.gov/vipers.htm>. Detailed instructions on how to enroll and use the system are provided on the web page.

If your organization has been using the VIPERS maintained by the DOE's Capital Accounting Center (CAC), there are some important items you should be aware of. The two systems are different and managed separately. Therefore, you will need to enroll in the ORFSC VIPERS at the web address listed above. The ORFSC VIPERS provides some features, enhancements, and capabilities that were not previously available to vendors serviced by DOE's CAC. The only requirement for using the ORFSC VIPERS is Internet Explorer V.5. or higher.

The benefits of using the electronic invoicing function within VIPERS include increased accuracy and response time, thus resulting in more expeditious payment of invoices. It is recommended that your organization contact the appropriate procurement official at the DOE and determine if savings can be achieved by submitting invoices electronically and eliminating the need to submit one or multiple paper copies.

For those vendors that choose not to submit invoices electronically, you will be notified by separate letter of the change in the billing address. If you have any questions about VIPERS or consolidation of payment services at the DOE, please contact]

**REDACTED
EXEMPTION 6**

**INSTRUCTIONS FOR USING THE ELECTRONIC INVOICING FEATURE IN
THE OAK RIDGE FINANCIAL SERVICE CENTER (ORFSC) VENDOR
INQUIRY PAYMENT ELECTRONIC REPORTING SYSTEM (VIPERS)**

Vendors have the capability to create and submit an invoice electronically using VIPERS. This helps to expedite invoice payments as well as save time preparing, copying, and mailing invoices. In addition to the invoice, you are able to attach up to two backup files in PDF, DOE, WDP, XLS, or TXT formats. This information will be forwarded to the payment office and the appropriate approving official(s).

For those already signed up to use VIPERS, you will log on the same way, using the password identification number (PIN) already assigned to your company. If you are a new VIPERS user, please follow the registration instructions to request a PIN.

The only software requirement for using the new electronic invoicing feature is Internet Explorer V.5 or higher.

Once you are logged on to VIPERS, click on Show PO/Contract found on the left side of your screen. Choose the contract/purchase order number you are billing. Once you have chosen a contract or purchase order number, the Electronic Invoicing feature will become active. Click on the Electronic Invoicing button. Address, banking, TIN, and other related payment information will be displayed. If all the information is correct, click Verify. Otherwise, make corrections and then click Verify. This will send an e-mail to ORFSC with the corrections and our system will be updated. Once you have verified your vendor information, you will select the form to be completed. Contracts use SF 1034, grants use SF 270, and purchase orders use the generic purchase order invoice form. This will be identified for you based on criteria set up in our accounting system and will be displayed in blue as 1034, SF270, or PO. Click on the proper award type and the form will be displayed.

You will be able to tab through the form to enter information. There are two dropdown boxes. One to choose the correct DOE office where the goods/services were delivered, and another to choose any applicable discount terms. The default is net 30. If you have any supporting documentation, click on Browse to pull in the document(s) to be attached. Then click on Submit. You will get a message that an invoice is being submitted to ORFSC for the dollar amount entered. Is this ok? Click Yes and your invoice and any supporting documentation will be submitted to the ORFSC. You will get another message that the invoice has been sent. After sending the invoice, you will be asked if you want to print. Click Yes to print.

For questions contact:

**REDACTED
EXEMPTION 6**

Revised 4/19/04

**INSTRUCTIONS FOR PULLING UP INVOICE INFORMATION IN THE
OAK RIDGE FINANCIAL SERVICE CENTER (ORFSC) VENDOR INQUIRY
PAYMENT ELECTRONIC REPORTING SYSTEM (VIPERS)**

Once you have received your PIN, click on Logon to VIPERS from the home page. Enter the company's tax id number or your social security number if you are an individual, and the PIN that was assigned by ORFSC. Click Authenticate Me.

On the left side of the screen choose from one of the following:

The "On Invoice" feature can be used to locate entries by your invoice number. You will be prompted to enter an invoice number and then click OK.

The "On Paid Date" feature can be used to locate all invoices associated with a specific payment date. You will be prompted to enter a date in the YYMMDD format.

The "On All Invoices" feature will bring up all the invoices logged for your company. A second screen appears where you can request paid invoices, received but not paid invoices, cancelled invoices, and/or rejected invoices. You may choose one category or up to all four. You can choose to sort the report by invoice or DOE purchase order/contract number. You may also choose the current fiscal year or the last fiscal year. Make your selections and click Generate Report. This report will show the DOE purchase order/contract number, invoice number, date the invoice was received, invoice amount, amount paid, due date, paid date, and status (i.e. Paid, cancelled, rejected, in process, etc.). Any item displayed in blue is hyperlinked. You can click on the contract number and get a listing of all invoices for that contract. If the invoice number is hyperlinked, you may click on it to see a copy of the invoice.

The "Show PO/Contracts" feature allows you to choose a specific purchase order or contract and see only the invoices related to it. This will bring up a report showing the invoice number, date invoice was received, invoice amount, amount paid, due date, paid date, and status (i.e. Paid, cancelled, rejected, in process, etc.). Any item displayed in blue is hyperlinked. If the invoice number is hyperlinked, you may click on it to see a copy of the invoice.

The "Contacts" feature shows contact information at the ORFSC.

For questions contact:

**REDACTED
EXEMPTION 6**

Revised 4/19/04

**REGISTRATION INSTRUCTIONS FOR THE OAK RIDGE FINANCIAL
SERVICE CENTER (ORFSC) VENDOR INQUIRY PAYMENT ELECTRONIC
REPORTING SYSTEM (VIPERS)**

ATTENTION: Registration for the following Department of Energy (DOE) offices will not be available until June 1:

Capital Accounting Center
Pittsburgh Naval Reactors Office
Schenectady Naval Reactors Office
Chicago Operations Office
Naval Petroleum and Oil Shale Reserves
Naval Petroleum Reserves in California

If you are a new user on VIPERS, click the Request Access button on the home page. In the PIN Request Form, Enter the company's Tax Id Number (without dashes) or your social security number if you are an individual, a Contact Name in the format (First Last Name), and a Business Phone number. Then click Process Request. The information you entered will be displayed and you will need to verify that it is correct by clicking OK or CANCEL. If you click OK, another screen will be displayed showing the address information ORFSC has in its accounting system. If the address information is correct click on SEND. Otherwise, make corrections and then click SEND. An e-mail will be sent to the ORFSC with the information that was entered and the PIN that was assigned by the system.

ORFSC will mail the PIN to the address displayed above. Allow 3-5 days for mail time.

For questions contact:

**REDACTED
EXEMPTION 6**

Revised 4/19/04

ATTACHMENT D
US DEPARTMENT OF LABOR
WAGE DETERMINATION

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT

By direction of the Secretary of Labor

William W. Gross
Director

Division of Wage
Determinations

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210

Wage Determination No.: 1994-2081

Revision No.: 26

Date of Last Revision: 08/05/2004

State: Colorado

Area: Colorado Counties of Adams, Arapahoe, Boulder, Broomfield, Clear Creek, Denver, Douglas, Elbert, Gilpin, Grand, Jackson, Jefferson, Logan, Morgan, Park, Phillips, Sedgwick, Summit, Washington, Weld, Yuma

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE

MINIMUM WAGE RATE

01000 - Administrative Support and Clerical Occupations

| | |
|---|--------|
| 01011 - Accounting Clerk I | 12 .04 |
| 01012 - Accounting Clerk II | 12 .71 |
| 01013 - Accounting Clerk III | 14 .75 |
| 01014 - Accounting Clerk IV | 16 .50 |
| 01030 - Court Reporter | 16 .19 |
| 01050 - Dispatcher, Motor Vehicle | 16 .19 |
| 01060 - Document Preparation Clerk | 11 .87 |
| 01070 - Messenger (Courier) | 8 .89 |
| 01090 - Duplicating Machine Operator | 11 .87 |
| 01110 - Film/Tape Librarian | 14 .51 |
| 01115 - General Clerk I | 9 .91 |
| 01116 - General Clerk II | 11 .15 |
| 01117 - General Clerk III | 12 .16 |
| 01118 - General Clerk IV | 13 .91 |
| 01120 - Housing Referral Assistant | 16 .72 |
| 01131 - Key Entry Operator I | 11 .22 |
| 01132 - Key Entry Operator II | 13 .41 |
| 01191 - Order Clerk I | 13 .38 |
| 01192 - Order Clerk II | 14 .28 |
| 01261 - Personnel Assistant (Employment) I | 13 .03 |
| 01262 - Personnel Assistant (Employment) II | 14 .64 |

| | |
|--|--------|
| 01263 - Personnel Assistant (Employment) III | 16 .38 |
| 01264 - Personnel Assistant (Employment) IV | 18 .25 |
| 01270 - Production Control Clerk | 18 .14 |
| 01290 - Rental Clerk | 14 .11 |
| 01300 - Scheduler, Maintenance | 14 .11 |
| 01311 - Secretary I | 14 .11 |
| 01312 - Secretary II | 14 .83 |
| 01313 - Secretary III | 16 .72 |
| 01314 - Secretary IV | 19 .90 |
| 01315 - Secretary V | 22 .10 |
| 01320 - Service Order Dispatcher | 12 .77 |
| 01341 - Stenographer I | 11 .87 |
| 01342 - Stenographer II | 14 .45 |
| 01400 - Supply Technician | 21 .12 |
| 01420 - Survey Worker (Interviewer) | 13 .48 |
| 01460 - Switchboard Operator-Receptionist | 11 .57 |
| 01510 - Test Examiner | 16 .19 |
| 01520 - Test Proctor | 16 .19 |
| 01531 - Travel Clerk I | 12 .50 |
| 01532 - Travel Clerk II | 13 .11 |
| 01533 - Travel Clerk III | 14 .03 |
| 01611 - Word Processor I | 11 .87 |
| 01612 - Word Processor II | 14 .45 |
| 01613 - Word Processor III | 16 .19 |

03000 - Automatic Data Processing Occupations

| | |
|--|--------|
| 03010 - Computer Data Librarian | 14 .41 |
| 03041 - Computer Operator I | 14 .51 |
| 03042 - Computer Operator II | 16 .29 |
| 03043 - Computer Operator III | 19 .09 |
| 03044 - Computer Operator IV | 21 .18 |
| 03045 - Computer Operator V | 23 .47 |
| 03071 - Computer Programmer I (1) | 20 .09 |
| 03072 - Computer Programmer II (1) | 24 .23 |
| 03073 - Computer Programmer III (1) | 27 .62 |
| 03074 - Computer Programmer IV (1) | 27 .62 |
| 03101 - Computer Systems Analyst I (1) | 27 .62 |
| 03102 - Computer Systems Analyst II (1) | 27 .62 |
| 03103 - Computer Systems Analyst III (1) | 27 .62 |

| | |
|---------------------------------------|--------|
| 03160 - Peripheral Equipment Operator | 14 .51 |
|---------------------------------------|--------|

05000 - Automotive Service Occupations

| | |
|--|--------|
| 05005 - Automotive Body Repairer, Fiberglass | 24 .75 |
| 05010 - Automotive Glass Installer | 17 .53 |
| 05040 - Automotive Worker | 17 .53 |
| 05070 - Electrician, Automotive | 18 .50 |
| 05100 - Mobile Equipment Servicer | 15 .94 |
| 05130 - Motor Equipment Metal Mechanic | 18 .85 |
| 05160 - Motor Equipment Metal Worker | 17 .53 |
| 05190 - Motor Vehicle Mechanic | 18 .85 |
| 05220 - Motor Vehicle Mechanic Helper | 14 .86 |
| 05250 - Motor Vehicle Upholstery Worker | 17 .53 |
| 05280 - Motor Vehicle Wrecker | 17 .53 |
| 05310 - Painter, Automotive | 17 .82 |
| 05340 - Radiator Repair Specialist | 17 .53 |
| 05370 - Tire Repairer | 14 .98 |
| 05400 - Transmission Repair Specialist | 18 .85 |

07000 - Food Preparation and Service Occupations

| | |
|---------------------------------|--------|
| (not set) - Food Service Worker | 10 .20 |
| 07010 - Baker | 13 .29 |
| 07041 - Cook I | 10 .50 |
| 07042 - Cook II | 11 .56 |
| 07070 - Dishwasher | 8 .68 |
| 07130 - Meat Cutter | 13 .86 |
| 07250 - Waiter/Waitress | 9 .68 |

09000 - Furniture Maintenance and Repair Occupations

| | |
|-------------------------------------|--------|
| 09010 - Electrostatic Spray Painter | 17 .33 |
| 09040 - Furniture Handler | 14 .45 |
| 09070 - Furniture Refinisher | 17 .33 |
| 09100 - Furniture Refinisher Helper | 14 .45 |
| 09110 - Furniture Repairer, Minor | 16 .45 |
| 09130 - Upholsterer | 17 .33 |

11030 - General Services and Support Occupations

| | |
|---------------------------|--------|
| 11030 - Cleaner, Vehicles | 11 .08 |
| 11060 - Elevator Operator | 9 .62 |

| | |
|--------------------------------------|--------|
| 11090 - Gardener | 14 .58 |
| 11121 - House Keeping Aid I | 8 .48 |
| 11122 - House Keeping Aid II | 9 .62 |
| 11150 - Janitor | 11 .37 |
| 11210 - Laborer, Grounds Maintenance | 11 .76 |
| 11240 - Maid or Houseman | 8 .10 |
| 11270 - Pest Controller | 14 .56 |
| 11300 - Refuse Collector | 11 .51 |
| 11330 - Tractor Operator | 14 .84 |
| 11360 - Window Cleaner | 12 .39 |

12000 - Health Occupations

| | |
|---|--------|
| 12020 - Dental Assistant | 16 .17 |
| 12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver | 15 .10 |
| 12071 - Licensed Practical Nurse I | 14 .39 |
| 12072 - Licensed Practical Nurse II | 16 .17 |
| 12073 - Licensed Practical Nurse III | 18 .09 |
| 12100 - Medical Assistant | 12 .32 |
| 12130 - Medical Laboratory Technician | 14 .44 |
| 12160 - Medical Record Clerk | 12 .56 |
| 12190 - Medical Record Technician | 14 .75 |
| 12221 - Nursing Assistant I | 9 .22 |
| 12222 - Nursing Assistant II | 11 .21 |
| 12223 - Nursing Assistant III | 12 .23 |
| 12224 - Nursing Assistant IV | 13 .74 |
| 12250 - Pharmacy Technician | 13 .46 |
| 12280 - Phlebotomist | 12 .72 |
| 12311 - Registered Nurse I | 23 .03 |
| 12312 - Registered Nurse II | 27 .12 |
| 12313 - Registered Nurse II, Specialist | 27 .12 |
| 12314 - Registered Nurse III | 34 .22 |
| 12315 - Registered Nurse III, Anesthetist | 34 .22 |
| 12316 - Registered Nurse IV | 41 .02 |

13000 - Information and Arts Occupations

| | |
|---------------------------------|--------|
| 13002 - Audiovisual Librarian | 16 .82 |
| 13011 - Exhibits Specialist I | 16 .92 |
| 13012 - Exhibits Specialist II | 20 .96 |
| 13013 - Exhibits Specialist III | 25 .57 |

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|----------------------------|--------|
| 13041 - Illustrator I | 16 .95 |
| 13042 - Illustrator II | 21 .00 |
| 13043 - Illustrator III | 25 .61 |
| 13047 - Librarian | 22 .85 |
| 13050 - Library Technician | 15 .69 |
| 13071 - Photographer I | 14 .13 |
| 13072 - Photographer II | 15 .81 |
| 13073 - Photographer III | 19 .58 |
| 13074 - Photographer IV | 23 .95 |
| 13075 - Photographer V | 28 .98 |

15000 - Laundry, Dry Cleaning, Pressing and Related Occupations

| | |
|--|--------|
| 15010 - Assembler | 8 .83 |
| 15030 - Counter Attendant | 8 .83 |
| 15040 - Dry Cleaner | 10 .54 |
| 15070 - Finisher, Flatwork, Machine | 8 .83 |
| 15090 - Presser, Hand | 8 .83 |
| 15100 - Presser, Machine, Drycleaning | 8 .83 |
| 15130 - Presser, Machine, Shirts | 8 .83 |
| 15160 - Presser, Machine, Wearing Apparel, Laundry | 8 .83 |
| 15190 - Sewing Machine Operator | 11 .25 |
| 15220 - Tailor | 13 .90 |
| 15250 - Washer, Machine | 10 .17 |

19000 - Machine Tool Operation and Repair Occupations

| | |
|--|--------|
| 19010 - Machine-Tool Operator (Toolroom) | 17 .70 |
| 19040 - Tool and Die Maker | 20 .84 |

21000 - Material Handling and Packing Occupations

| | |
|--|--------|
| 21010 - Fuel Distribution System Operator | 18 .95 |
| 21020 - Material Coordinator | 18 .14 |
| 21030 - Material Expediter | 18 .14 |
| 21040 - Material Handling Laborer | 14 .29 |
| 21050 - Order Filler | 11 .18 |
| 21071 - Forklift Operator | 14 .70 |
| 21080 - Production Line Worker (Food Processing) | 14 .16 |
| 21100 - Shipping/Receiving Clerk | 12 .85 |
| 21130 - Shipping Packer | 12 .58 |
| 21140 - Store Worker I | 11 .44 |

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|--|--------|
| 21150 - Stock Clerk (Shelf Stocker; Store Worker II) | 13 .27 |
| 21210 - Tools and Parts Attendant | 14 .80 |
| 21400 - Warehouse Specialist | 12 .87 |

23000 - Mechanics and Maintenance and Repair Occupations

| | |
|--|--------|
| 23010 - Aircraft Mechanic | 18 .97 |
| 23040 - Aircraft Mechanic Helper | 14 .59 |
| 23050 - Aircraft Quality Control Inspector | 19 .47 |
| 23060 - Aircraft Servicer | 16 .61 |
| 23070 - Aircraft Worker | 16 .90 |
| 23100 - Appliance Mechanic | 17 .70 |
| 23120 - Bicycle Repairer | 14 .98 |
| 23125 - Cable Splicer | 18 .97 |
| 23130 - Carpenter, Maintenance | 17 .33 |
| 23140 - Carpet Layer | 18 .30 |
| 23160 - Electrician, Maintenance | 23 .44 |
| 23181 - Electronics Technician, Maintenance I | 18 .88 |
| 23182 - Electronics Technician, Maintenance II | 20 .59 |
| 23183 - Electronics Technician, Maintenance III | 21 .85 |
| 23260 - Fabric Worker | 16 .45 |
| 23290 - Fire Alarm System Mechanic | 19 .22 |
| 23310 - Fire Extinguisher Repairer | 16 .45 |
| 23340 - Fuel Distribution System Mechanic | 21 .99 |
| 23370 - General Maintenance Worker | 16 .19 |
| 23400 - Heating, Refrigeration and Air Conditioning Mechanic | 17 .99 |
| 23430 - Heavy Equipment Mechanic | 19 .80 |
| 23440 - Heavy Equipment Operator | 19 .15 |
| 23460 - Instrument Mechanic | 18 .17 |
| 23470 - Laborer | 10 .51 |
| 23500 - Locksmith | 17 .33 |
| 23530 - Machinery Maintenance Mechanic | 19 .64 |
| 23550 - Machinist, Maintenance | 18 .11 |
| 23580 - Maintenance Trades Helper | 14 .45 |
| 23640 - Millwright | 19 .23 |
| 23700 - Office Appliance Repairer | 17 .85 |
| 23740 - Painter, Aircraft | 19 .06 |
| 23760 - Painter, Maintenance | 17 .55 |
| 23790 - Pipefitter, Maintenance | 20 .13 |
| 23800 - Plumber, Maintenance | 17 .96 |

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|--|--------|
| 23820 - Pneudraulic Systems Mechanic | 18 .97 |
| 23850 - Rigger | 18 .97 |
| 23870 - Scale Mechanic | 16 .73 |
| 23890 - Sheet-Metal Worker, Maintenance | 18 .23 |
| 23910 - Small Engine Mechanic | 16 .73 |
| 23930 - Telecommunication Mechanic I | 18 .97 |
| 23931 - Telecommunication Mechanic II | 19 .90 |
| 23950 - Telephone Lineman | 18 .97 |
| 23960 - Welder, Combination, Maintenance | 17 .99 |
| 23965 - Well Driller | 18 .18 |
| 23970 - Woodcraft Worker | 18 .97 |
| 23980 - Woodworker | 16 .73 |

24000 - Personal Needs Occupations

| | |
|---------------------------------|--------|
| 24570 - Child Care Attendant | 9 .11 |
| 24580 - Child Care Center Clerk | 10 .36 |
| 24600 - Chore Aid | 8 .71 |
| 24630 - Homemaker | 13 .07 |

25000 - Plant and System Operation Occupations

| | |
|--|--------|
| 25010 - Boiler Tender | 21 .91 |
| 25040 - Sewage Plant Operator | 19 .73 |
| 25070 - Stationary Engineer | 21 .91 |
| 25190 - Ventilation Equipment Tender | 15 .99 |
| 25210 - Water Treatment Plant Operator | 19 .73 |

27000 - Protective Service Occupations

| | |
|--------------------------------|--------|
| (not set) - Police Officer | 27 .05 |
| 27004 - Alarm Monitor | 17 .43 |
| 27006 - Corrections Officer | 19 .66 |
| 27010 - Court Security Officer | 21 .47 |
| 27040 - Detention Officer | 19 .66 |
| 27070 - Firefighter | 21 .25 |
| 27101 - Guard I | 8 .26 |
| 27102 - Guard II | 14 .56 |

28000 - Stevedoring/Longshoremen Occupations

| | |
|----------------------------|--------|
| 28010 - Blocker and Bracer | 17 .63 |
| 28020 - Hatch Tender | 17 .63 |

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|----------------------|--------|
| 28030 - Line Handler | 17 .63 |
| 28040 - Stevedore I | 16 .87 |
| 28050 - Stevedore II | 22 .06 |

29000 - Technical Occupations

| | |
|--|--------|
| 21150 - Graphic Artist | 20 .00 |
| 29010 - Air Traffic Control Specialist, Center (2) | 32 .38 |
| 29011 - Air Traffic Control Specialist, Station (2) | 22 .12 |
| 29012 - Air Traffic Control Specialist, Terminal (2) | 24 .36 |
| 29023 - Archeological Technician I | 16 .63 |
| 29024 - Archeological Technician II | 18 .59 |
| 29025 - Archeological Technician III | 23 .05 |
| 29030 - Cartographic Technician | 23 .03 |
| 29035 - Computer Based Training (CBT) Specialist/ Instructor | 27 .62 |
| 29040 - Civil Engineering Technician | 20 .19 |
| 29061 - Drafter I | 13 .98 |
| 29062 - Drafter II | 15 .68 |
| 29063 - Drafter III | 18 .60 |
| 29064 - Drafter IV | 23 .03 |
| 29081 - Engineering Technician I | 14 .36 |
| 29082 - Engineering Technician II | 16 .83 |
| 29083 - Engineering Technician III | 20 .09 |
| 29084 - Engineering Technician IV | 23 .53 |
| 29085 - Engineering Technician V | 27 .04 |
| 29086 - Engineering Technician VI | 32 .73 |
| 29090 - Environmental Technician | 22 .63 |
| 29100 - Flight Simulator/Instructor (Pilot) | 32 .85 |
| 29160 - Instructor | 22 .96 |
| 29210 - Laboratory Technician | 17 .66 |
| 29240 - Mathematical Technician | 23 .03 |
| 29361 - Paralegal/Legal Assistant I | 17 .09 |
| 29362 - Paralegal/Legal Assistant II | 20 .73 |
| 29363 - Paralegal/Legal Assistant III | 25 .36 |
| 29364 - Paralegal/Legal Assistant IV | 30 .68 |
| 29390 - Photooptics Technician | 22 .87 |
| 29480 - Technical Writer | 25 .88 |
| 29491 - Unexploded Ordnance (UXO) Technician I | 20 .39 |
| 29492 - Unexploded Ordnance (UXO) Technician II | 24 .67 |
| 29493 - Unexploded Ordnance (UXO) Technician III | 29 .57 |

| | |
|---|--------|
| 29494 - Unexploded (UXO) Safety Escort | 20 .39 |
| 29495 - Unexploded (UXO) Sweep Personnel | 20 .39 |
| 29620 - Weather Observer, Senior (3) | 20 .79 |
| 29621 - Weather Observer, Combined Upper Air and Surface Programs (3) | 18 .34 |
| 29622 - Weather Observer, Upper Air (3) | 18 .34 |

31000 - Transportation/ Mobile Equipment Operation Occupations

| | |
|--------------------------------------|--------|
| 31030 - Bus Driver | 15 .52 |
| 31260 - Parking and Lot Attendant | 7 .94 |
| 31290 - Shuttle Bus Driver | 14 .43 |
| 31300 - Taxi Driver | 11 .72 |
| 31361 - Truckdriver, Light Truck | 14 .43 |
| 31362 - Truckdriver, Medium Truck | 18 .23 |
| 31363 - Truckdriver, Heavy Truck | 18 .99 |
| 31364 - Truckdriver, Tractor-Trailer | 18 .99 |

99000 - Miscellaneous Occupations

| | |
|--|--------|
| 99020 - Animal Caretaker | 10 .16 |
| 99030 - Cashier | 9 .31 |
| 99041 - Carnival Equipment Operator | 10 .81 |
| 99042 - Carnival Equipment Repairer | 11 .65 |
| 99043 - Carnival Worker | 8 .45 |
| 99050 - Desk Clerk | 9 .85 |
| 99095 - Embalmer | 20 .60 |
| 99300 - Lifeguard | 10 .71 |
| 99310 - Mortician | 20 .60 |
| 99350 - Park Attendant (Aide) | 12 .49 |
| 99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech) | 9 .93 |
| 99500 - Recreation Specialist | 11 .24 |
| 99510 - Recycling Worker | 14 .72 |
| 99610 - Sales Clerk | 9 .93 |
| 99620 - School Crossing Guard (Crosswalk Attendant) | 10 .41 |
| 99630 - Sport Official | 8 .64 |
| 99658 - Survey Party Chief (Chief of Party) | 15 .37 |
| 99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.) | 13 .98 |
| 99660 - Surveying Aide | 8 .54 |
| 99690 - Swimming Pool Operator | 13 .37 |
| 99720 - Vending Machine Attendant | 11 .27 |
| 99730 - Vending Machine Repairer | 13 .37 |

99740 - Vending Machine Repairer Helper

11 .27

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.59 an hour or \$103.60 a week or \$448.93 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordinance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordinance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

ATTACHMENT E

ESTIMATED MANPOWER SCHEDULE

US DEPARTMENT OF ENERGY
GOLDEN FIELD OFFICE
Estimated Manpower Schedule (DPLH) *

| POSITION TITLE | BASE PERIOD YEAR 1 | BASE PERIOD YR 2 | OPTION YR 1 | OPTION YR 2 | OPTION YR 3 | TOTAL DPMH |
|--------------------------------------|--------------------------|------------------------|----------------|----------------|----------------|---------------|
| Project Manager | 1880 | 1880 | 1880 | 1880 | 1880 | 9400 |
| Project Monitor (23) | 43240 | 43240 | 43240 | 43240 | 43240 | 216200 |
| Administrative Assistant (2) | 3760 | 3760 | 3760 | 3760 | 3760 | 18800 |
| Program Support (2) | 3760 | 3760 | 3760 | 3760 | 3760 | 18800 |
| | | | | | | 0 |
| Procurement Specialist (5) | 9400 | 9400 | 9400 | 9400 | 9400 | 47000 |
| Cost/Price Analyst | 1880 | 1880 | 1880 | 1880 | 1880 | 9400 |
| NEPA Specialist | 1880 | 1880 | 1880 | 1880 | 1880 | 9400 |
| Closeout Specialist | 1880 | 1880 | 1880 | 1880 | 1880 | 9400 |
| Public Affairs Specialist | 1880 | 1880 | 1880 | 1880 | 1880 | 9400 |
| Paralegal | 1880 | 1880 | 1880 | 1880 | 1880 | 9400 |
| LAN Administrator | 1880 | 1880 | 1880 | 1880 | 1880 | 9400 |
| | | | | | | 0 |
| Sr. Technical Support Specialist (2) | 3760 | 3760 | 3760 | 3760 | 3760 | 18800 |
| Computer Programmer (2) ** | 3760 | 3760 | 3760 | 3760 | 3760 | 18800 |
| Human Relations Specialist (2) | 3760 | 3760 | 3760 | 3760 | 3760 | 18800 |
| Invoice Clerk | 1880 | 1880 | 1880 | 1880 | 1880 | 9400 |
| Receptionist/File Clerk (2) | 3760 | 3760 | 3760 | 3760 | 3760 | 18800 |
| Records Management Analyst | 1880 | 1880 | 1880 | 1880 | 1880 | 9400 |
| | | | | | | |
| TOTAL DPMH | 92120 | 92120 | 92120 | 92120 | 92120 | 460600 |
| FTE | 49 | 49 | 49 | 49 | 49 | |

* Based on the Golden Field Offices' best estimate of positions and labor hours to perform tasks in the SOW. Offerors may propose different labor hours and skills they believe will provide the best value.

** 1 Computer Programmer position will include 1/2 Programmer duties, and 1/2 LAN Administration duties.

Your Rights Under the Fair Labor Standards Act

Federal Minimum Wage

\$4.75 *per hour*
beginning October 1, 1996

\$5.15 *per hour*
beginning September 1, 1997

Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.

Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

Tip Credit - Employers of "tipped employees" must pay a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

Overtime Pay

At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.

Child Labor

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

No more than -

- 3 hours on a school day or 18 hours in a school week;
- 8 hours on a non-school day or 40 hours in a non-school week.

Also, work may not begin before 7 a.m. or end after 7 p.m., except from June 1 through Labor Day, when evening hours are extended to 9 p.m. Different rules apply in agricultural employment.

Enforcement

The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Fines of up to \$10,000 per violation may be assessed against employers who violate the child labor provisions of the law and up to \$1,000 per violation against employers who willfully or repeatedly violate the minimum wage or overtime pay provisions. This law prohibits discriminating against or discharging workers who file a complaint or participate in any proceedings under the Act.

Note:

- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa.
- Where state law requires a higher minimum wage, the higher standard applies.

For Additional Information, Contact the Wage and Hour Division office nearest you - listed in your telephone directory under United States Government, Labor Department.

This poster may be viewed on the Internet at this address: <http://www.dol.gov/esa/regs/compliance/posters/flsa.htm>

The law requires employers to display this poster where employees can readily see it.



Equal Employment Opportunity is THE LAW

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS

38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210 or call (202) 693-0101, or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Private Employment, State and Local Governments, Educational Institutions

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you should contact immediately:

The U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 669-6820.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

INDIVIDUALS WITH DISABILITIES

Sections 501, 504 and 505 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

Notice To Employees Working on Government Contracts

This establishment is performing Government contract work
subject to the —

**Service Contract Act
or
Public Contracts Act**

During the period of performance on the contract,
the following requirements must be observed:

Minimum Wages

Your rate must be at least \$4.75 an hour; effective September 1, 1997,
\$5.15 an hour.

A higher rate may be required for Service contracts if a wage

determination applies or if a predecessor contractor has paid a higher rate for your classification pursuant to a collective bargaining agreement. Such higher rates for Service contracts will be posted as an attachment to this Notice.

Fringe Benefits

Service contract wage determinations may require fringe benefit payments (or a cash equivalent). *Supply* contracts do not require fringe benefits.

Overtime Pay

You must be paid 1 1/2 times your basic rate of pay for all hours worked over 40 in a week. There are some exceptions.

Safety and Health

The work must be performed under conditions that are sanitary, and not hazardous or dangerous to the employees' health and safety.

No person under 16 years of age may be employed on a *Supply* contract.

Information

Further information on the wage provisions of the Service Contract Act or the Walsh-Healey Public Contracts Act may be obtained from the Wage and Hour Division. Information relating to the safety and health provisions may be obtained from the Occupational Safety and Health Administration. Offices are located in principal cities. Check your telephone directory under U.S. Government, Department of Labor, Wage and Hour Division or the Occupational Safety and Health Administration.

For this document and other Wage-Hour Information, visit our web site: <http://www.wagehour.dol.gov>.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1313 (Revised October 1996)



(over)

U.S. Department of Labor

Washington, D.C. 20210

According to information submitted to this office, your firm has been awarded a contract which is subject to the Walsh-Healey Public Contracts Act or the Service Contract Act. The purpose of the discussion below is to advise contractors of the principal provisions of these acts.

Walsh-Healey Public Contracts Act

General Provisions — This act applies to contracts which exceed or may exceed \$10,000 entered into by any agency or instrumentality of the United States for the manufacture or furnishing of materials, supplies, articles, or equipment. The act establishes minimum wage, maximum hours, and safety and health standards for work on such contracts, and prohibits the employment on contract work of convict labor (unless certain conditions are met) and children under 16 years of age. The employment of homeworkers (except handicapped clients of bona fide sheltered workshops) on a covered contract is not permitted. The act also requires the keeping of certain records.

In addition to its coverage of prime contractors, the act under certain circumstances applies to secondary contractors performing work under contracts awarded by the Government prime contractor.

All provisions of the act except the safety and health requirements are administered by the Wage and Hour Division.

Minimum Wage — Covered employees must currently be paid not less than \$4.75 an hour; effective September 1, 1997, \$5.15 an hour.

Service Contract Act

General Provisions — The Service Contract Act applies to every contract entered into by the United States or the District of Columbia, the principal purpose of which is to furnish services in the United States through the use of service employees. Contractors and subcontractors performing on such Federal contracts must observe minimum wage and safety and health standards, and must maintain certain records, unless a specific exemption applies.

Wages and Fringe Benefits — Every service employee performing any of the Government contract work under a service contract in excess of \$2,500 must be paid not less than the monetary wages, and must be furnished the fringe benefits, which the Secretary of Labor has determined to be prevailing in the locality for the classification in which the employee is working or the wage rates and fringe benefits (including any accrued or prospective wage rates and fringe benefits) contained in a predecessor contractor's collective bargaining agreement. The wage rates and fringe benefits required are usually specified in the contract. If no wage determination has been made applicable to the contract, employees performing work under the contract must be paid not less than the minimum wage provided in section 6(a)(1) of the Fair Labor Standards Act, currently \$4.75 an hour; effective September 1, 1997, \$5.15 an hour.

All employees doing work necessary to the performance of the contract must also be paid not less than the minimum wage provided in section 6(a)(1) of the Fair Labor Standards Act.

Service contracts which do not exceed \$2,500 are not subject to prevailing rate determinations or to the safety and health requirements of the act. However, the act does require that employees performing work on such contracts be paid not less than the above minimum wage rate provided by section 6(a)(1) of the Fair Labor Standards Act.

Overtime — Covered workers must be paid at least one and one-half times their basic rate of pay for all hours worked in excess of 40 a week. Overtime is due on the basis of the total hours spent in all work, Government and non-Government, performed by the employee in any week in which covered work is performed.

Child Labor — Employers may protect themselves against unintentional child labor violations by obtaining certificates of age. State employment or age certificates are acceptable.

Safety and Health — No covered work may be performed in plants, factories, buildings, or surroundings or under work conditions that are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in the performance of the contract. The safety and health provisions of the Walsh-Healey Public Contracts Act are administered by the Occupational Safety and Health Administration.

Posting — During the period that covered work is being performed on a contract subject to the act, the contractor must post copies of Notice to Employees Working on Government Contracts in a sufficient number of places to permit employees to observe a copy on the way to or from their place of employment.

Responsibility for Secondary Contractors — Prime contractors are liable for violations of the act committed by their covered secondary contractors.

All provisions of the act except the safety and health requirements are administered by the Wage and Hour Division.

Overtime — Service contracts in excess of \$100,000 which may require or involve the use of laborers or mechanics require the payment of overtime under the Contract Work Hours and Safety Standards Act at time and one-half the basic rate for all hours worked on the contract in excess of 40 a week.

Safety and Health — The act provides that no part of the services in contracts in excess of \$2,500 may be performed in buildings or surroundings or under working conditions, provided by or under the control or supervision of the contractor or subcontractor, which are unsanitary or hazardous or dangerous to the health or safety of service employees engaged to furnish the services. The safety and health provisions of the Service Contract Act are administered by the Occupational Safety and Health Administration.

Notice to Employees — On the date a service employee commences work on a contract in excess of \$2,500, the contractor (or subcontractor) must provide the employee with a notice of the compensation required by the act. The posting of the notice (including any applicable wage determination) contained on the reverse in a location where it may be seen by all employees performing on the contract will satisfy this requirement.

Notice in Subcontracts — The contractor is required to insert in all subcontracts the labor standards clauses specified by the regulations in 29 CFR 4 for Federal service contracts exceeding \$2,500.

Other Obligations — *Observance of the labor standards of these acts does not relieve the employer of any obligation he may have under any other laws or agreements providing for higher labor standards.*



U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Occupational Safety and Health Administration

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Additional Information — *Additional information and copies of the acts and applicable regulations and interpretations may be obtained from the nearest office of the Wage and Hour Division or the National Office in Washington, D.C. Information pertaining to safety and health standards may be obtained from the nearest office of the Occupational Safety and Health Administration or the National Office in Washington, D.C.*